



FAIR POLITICAL PRACTICES COMMISSION JOB OPPORTUNITY BULLETIN

POSITION: STUDENT ASSISTANT, FAIR POLITICAL PRACTICES COMMISSION
1 POSITION AVAILABLE

DIVISION: ADMINISTRATION

SALARY: \$7.86/hr to \$12.87/hr, depending upon number of years of schooling and years of experience.

FINAL FILING DATE: AUGUST 31, 2006 or UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

Under the close supervision of the Information Technology Staff, the incumbent will assist with the following:

Assist with resolving customer problems and issues in the use of software--Windows XP, Windows 2000, Office 2003 (includes Word, Excel, PowerPoint, Outlook), database applications, and hardware.

Resolve customer problems related to printers, speakers, and input devices

Assist with the maintenance and repair of computer hardware components and peripherals.

Configure computer systems and install software

Set up equipment and provide training on use of the equipment.

Provide software instruction and training for customers as needed

Other duties as required.

DESIRABLE EXPERIENCE:

Strong customer service skills; good written and oral communications skills; self-motivated, responsible, and an independent worker; detail oriented; good time management skills; able to manage multiple tasks and priorities; able to work independently and as part of a team; outgoing, positive personality.

DESIRABLE QUALIFICATIONS:

Experience using Microsoft Windows Operating System and Microsoft Office Suite.

Computer Hardware Experience (including peripherals).

Customer Service Experience

Demonstrates tact and courtesy when interacting with department employees

Possesses an appearance and demeanor compatible with a professional office environment

Who May Apply:

Anyone attending any college.

How to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) or resume to:

Fair Political Practices Commission
Student Assistant position
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Gail Ziese, (916) 327-8692

8/03/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.